

NOAA Office of National Marine Sanctuaries Headquarters Internships



Media Relations Internship

The Office of National Marine Sanctuaries manages a system of 14 marine protected areas covering more than 150,000 square miles of ocean and Great Lakes waters from the Hawaiian Islands to the Florida Keys, and from Lake Huron to American Samoa.

Our mission is to protect and enhance these natural and cultural treasures through scientific research, management and education.

What We Offer

We invite you to join a dedicated and enthusiastic team at NOAA's Office of National Marine Sanctuaries where you will gain invaluable resume-building experience and an insider's perspective from the nation's leader in ocean conservation and management. As an intern, you will work on a variety of projects focusing on media outreach and public engagement. While at our headquarters in Silver Spring, MD (easily accessible on Metro's Red Line), you will be encouraged to attend marine conservation events, lectures, conferences and receptions that provide fantastic networking opportunities for your career development.

Position Description

The Communications Team produces and distributes Office of National Marine Sanctuaries messages through a variety of channels to a diverse audience – Capitol Hill legislators and staff, agency departments, news media, and the public. The intern will have the opportunity to participate in staff meetings; fine-tune writing, editing and proofreading skills; develop targeted media lists and media kits; learn media outreach strategies; contribute to our social media efforts; and attend special events. Strong research and writing skills are a must, along with knowledge of social media trends and best practices.

Major Responsibilities:

- Assist with writing, proofreading, photocopying and distributing press materials (press releases, media advisories, fact sheets, etc.)
- Fulfill media requests for press kits, photos and information
- Develop pitches, research story ideas, write news releases and contact media
- Update/maintain media contact list, membership lists and publications list
- Create information packets and displays for events, meetings and conferences
- Work with web team to develop and execute social media strategies
- Track and monitor Office of National Marine Sanctuaries on major social media platforms
- Assist in special projects as needed

Desired Qualifications:

- Thorough understanding of traditional and new media
- Strong news judgment
- Excellent writing and grammar skills using AP style
- Online research skills
- Strong work ethic; self-starter; detail-oriented; have sense of urgency toward achieving goals
- Genuine interest in communications, public affairs and ocean conservation, as well as the desire to learn above all else

To Apply:

Please send a cover letter, writing sample and resume to:

Vernon Smith

1305 East West Highway (N/ORM-6)

Silver Spring, MD 20910

Vernon.Smith@noaa.gov

Applications are accepted on a rolling basis.

NATIONAL MARINE SANCTUARY SYSTEM



Scale varies in this perspective. Adapted from National Geographic Maps.

<http://sanctuaries.noaa.gov/>